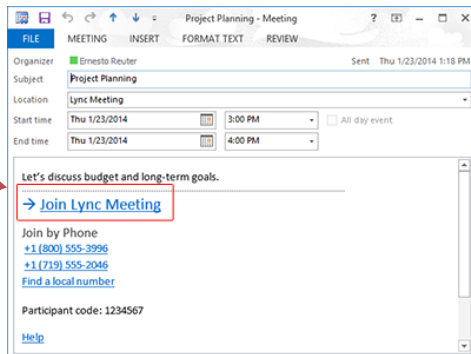# Lync 2013 for Office 365 Quick Reference

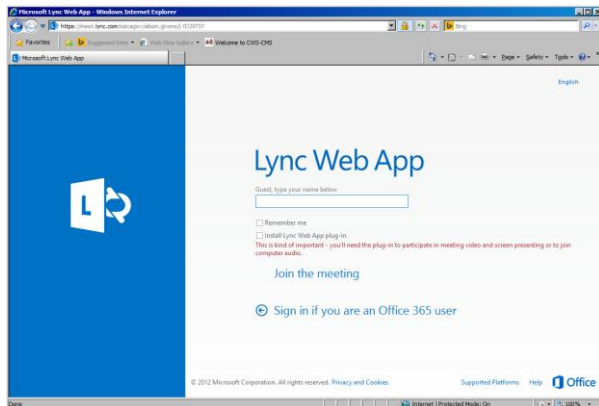# Dedicated Counties
Connecting to a Lync Meeting

Join Lync Meeting & Test Connection

If you don't have the desktop version of Lync or don't have a Lync account, you can use Lync Web App to join a Lync Meeting from your browser.
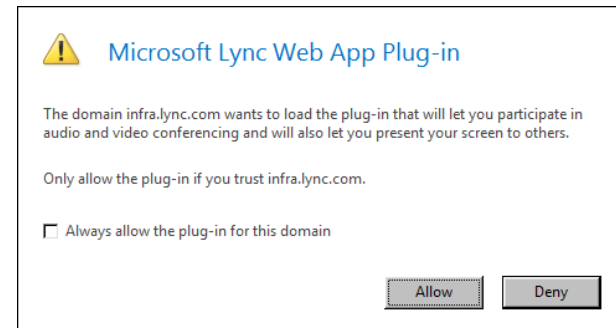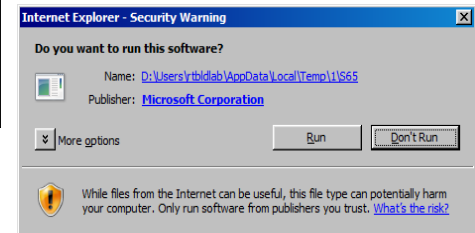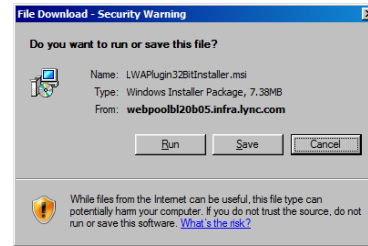
1. Go to **Outlook** > **Calendar**, open the Lync Meeting request, and select **Join Lync Meeting**.

2. Enter your name, and then select **Install Lync Web App Plug-In**. The Lync Web App Plug-In is required for audio, video and screen sharing. You only need to install it once.

3. Follow your browser's instructions for downloading and installing the Plug-in. Internet Explorer will prompt to File Download, select **Run.** The next prompt will be Internet Explorer - Security Warning, select **Run.**
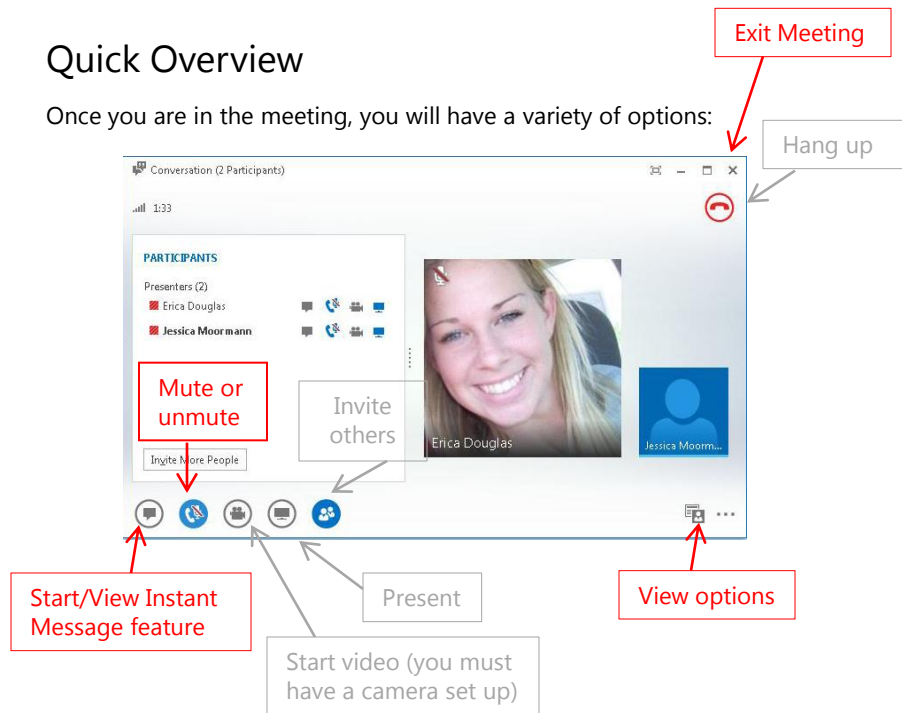

4. In the Lync Web App plug-in security alert, select **Allow**.

In the Windows Firewall security alert, it's OK to select **Cancel** if you don't have administrator privileges on your computer.

Important : Install the plug in even if you plan to call in to the meeting by phone. The plug-in is also required for video and screen sharing.

Quick Overview

Once you are in the meeting, you will have a variety of options:

Exit Meeting

Hang up

Mute or unmute

Invite others

Start/View Instant Message feature

Present

Start video (you must have a camera set up)

View options

Instant Message

Click the icon to send are read instant messages. This is a good option if your do not have a microphone set up on your computer. It will allow attendees to interact with everyone.
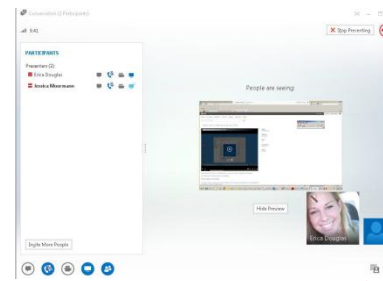
NOTE:
As an External user going through the Lync Web App, your IM will be viewed by the whole group. The private IM function is not available.
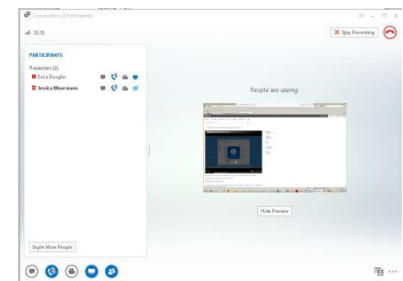
Views

If you have selected Speaker or Presentation View you will be able to see any content that the presenter is sharing. This can be a program, a Lync whiteboard, a PowerPoint, or anything on their desktop.

Speaker View

Presentation View

View options

Compact View